

~~ADMINISTRATIVE—INTERNAL USE ONLY~~

D/FBIS Chrono

8 OCT 1985

MEMORANDUM FOR: Chief, USSR/Europe Division, Analysis Group

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: Chairman/GS-13 Subpanel

1. You are hereby appointed Chairman of the GS-13 Subpanel for Fiscal Year 1986. In this capacity you are responsible for:

- a. Annual evaluation of each GS-13 FBIS careerist to determine his/her value to the Agency, and assignment of a numbered category descriptor to each employee. This evaluation will be presented to the FBIS Career Service Panel (CSP) in September 1986.
- b. Semiannual evaluation of each GS-13 FBIS careerist for promotion and identifying those deserving of promotion in rank order. These evaluations will be presented to the CSP in March and September 1986.
- c. Subpanel recommendations on assignments, executive development, training, career counseling, and special recognition as appropriate.
- d. Identification of those employees who have significant documented deficiencies relative to their peers in performance, attitude affecting performance, or willingness to accept assignment in the interest of the Agency and have accordingly been placed in Category IV. Recommendations for remedial action as appropriate.
- e. Preparation of a subpanel worksheet for each employee, to be retained by the Special Assistant for Career Development for one year.
- f. Notification of the CSP whenever a copy of the current PAR is not present in the file of an individual being evaluated or is in some way defective.

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2. The FBIS Special Assistant for Career Development will serve as adviser to the GS-13 Subpanel and may be called upon for further guidance and assistance.

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cc: Deputy Chief, Operations Group  
Deputy Chief, Production Group  
Chief, Daily Reporting Division  
Chief, Field Engineering Division  
Chief, JPRS

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